Job description for Udall municipal court clerk & assistant city clerk = $15 - $17 per hour plus full benefits.

Municipal court clerk

* Attend all Udall court hearings (2nd Tuesday of each month @ 6:00pm)
* Responsible for all correspondence with judge, attorneys (both prosecutors and defense), attorneys’ legal assistants/paralegals, defendants
* Keep all court records up to date (both electronically and paper files)
* Regularly send files to and from Kansas DMV and KBI
* **Attend Kansas Municipal court clerk training yearly for (1-4 years)**
* Handle all payments from defendants towards cases
* Send notices to appear
* Create and send signed bench warrants
* Handle bond paperwork and payments
* Send orders of transport to jails when necessary

Assistant City Clerk

* Answer the main phone line & take messages
* Pick up and drop off mail daily
* Receipt all payments
* Fill out work orders for maintenance team and store for city clerk
* Keep all paperwork in the office organized and triaged for city clerk
* Keep all credit card payments up to date
* Take deposits to bank daily
* Schedule for Udall community building
* Regularly update forms used by city clerk and court clerk
* Create monthly Chit Chat for city
* Drop off chit chat to local businesses and to post office
* **Attend IIMC City Clerk Institute, online and in person.**

**This position will be open until filled.**

**Please send application and resume to** [**udallcty@cityofudall.com**](mailto:udallcty@cityofudall.com)

**Contact:**

**City Clerk**

**620-782-3512**